This job aid provides information for using FPMT to add new leased land.

Overview

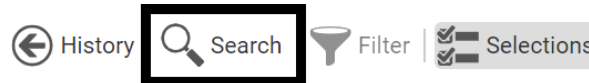| Step	Action	Additional Information
1	Add new leased land	Use the search option to find your agency and expand the information to find the land so that you can add the leased land. ✓ You will add the leased land to existing land. If the land does not exist yet in FPMT, it will need to be added before you can add the leased land (reference the job aid for adding new land).
2	Add land lease contract	Use the leased land menu to add lease contract information.
3	Add land lease payment	Use the land lease contract menu to add lease payment information.
4	Add land lease option	Use the land lease contract menu to add lease option information.
New leases are added to FPMT after the lease contract has been executed. ✓ You will need a copy of the lease contract (with lease acreage square feet and other information as stated in the lease agreement) so that you can provide required information.		

Add New Leased Land

Use the search option to find your agency and expand the information so that you can add the new leased land.

1. **Select:** Open.

Data Explorer
Begin here to search, analyze, and drill down into your data
Open

2. **Select:** Search.

History   Search   Filter   Selections
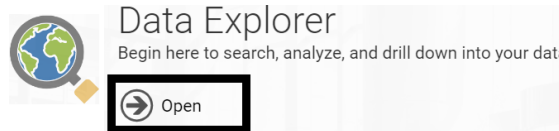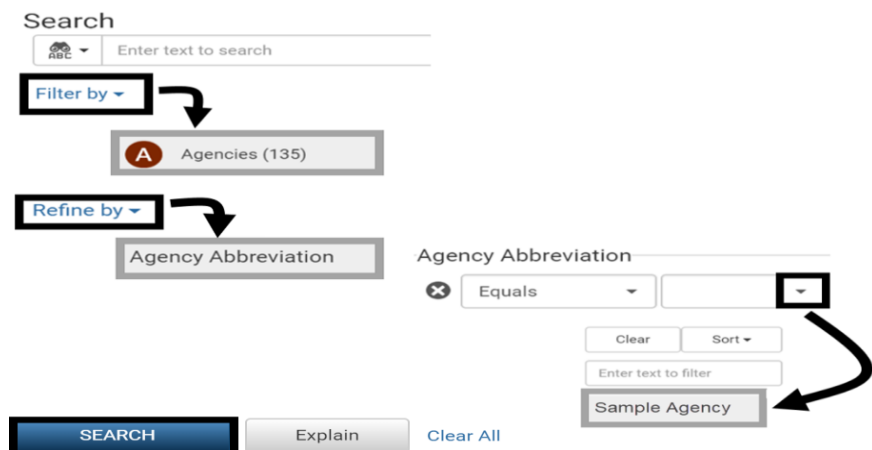
3. **Select:** Filter by.
4. **Select:** Agencies.
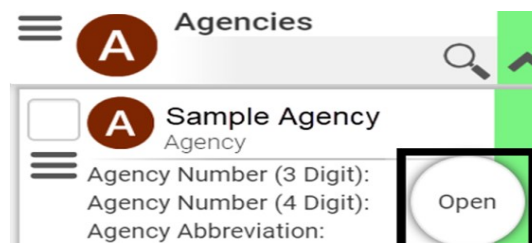5. **Select:** Refine by.
6. **Select:** Agency abbreviation.

➔ FPMT will display additional options depending on your search criteria.

7. **Select:** Your agency.
8. **Select:** Search.

Search
Enter text to search
Filter by ▾
A   Agencies (135)
Refine by ▾
Agency Abbreviation
Agency Abbreviation
Equals ▾
Clear   Sort ▾
Enter text to filter
Sample Agency
SEARCH   Explain   Clear All

9. **Select:** Open.

Agencies
A
Sample Agency
Agency
Agency Number (3 Digit):
Agency Number (4 Digit):   Open
Agency Abbreviation:

10. **Select:** Land.

➔ FPMT will display a list of land so that you can provide specific information.

11. **Select:** Menu.
12. **Select:** Add.

Land
L
Sample
Land
FPMT Unique Land ID:
Unique Parcel (Land) ID: Open
Parcel ID Number:
Manage
Select   Documents (0)
Open   Photos (0)
Add   Reports
Edit
Delete

13. Select: Leased land.

LL Leased Land

OL Owned Land

RL Receivable Land

14. Select: Create a new leased land.

LL Leased Land

Create a new Leased Land

Link to an existing Leased Land

15. Input: Name.
➔ Use your agency SAAM acronym - agency common name (acronym dash name).
➔ Leased land properties includes several optional fields for your agency. For example, description is optional.

☑ Advanced Mode

↰ 🗑 Leased Land Properties ⌃

Name

Description

16. Input: Lease number.
➔ Use the assigned number on the lease contract.

Lease Number

17. Select: Lessee.
➔ Select agency name from dropdown.

Lessee (Agency Name)

18. Select: Leased land status.
➔ Status should be active when adding new leased land.

Leased Land Status

Active - Lease is active and connected to the property. ▾

Leased Land Inactive Reason

Comment

19. Select: Save and close.
➔ FPMT will add the leased land so that you can add the lease contract, payment, and other information.

↰ 🗑 Land To Leased Land Link Properties ⌄

↰ Land Properties ⌄

SAVE AND CLOSE   Cancel

Add Land Lease Contract

Use the leased land menu to provide lease contract information.

1. Select: Leased land.
➔ FPMT will display a list of leased land so that you can provide specific information.
2. Select: Menu.
3. Select: Add.

4. Select: Land lease contract.

5. Select: Create a new land lease contract.

6. Input: Name.
➔ Use lease number for the name.
➔ Lease contract properties includes several optional fields for your agency. For example, description is optional.

7. Input: Lease number.
➔ Use a unique lease number.
8. Input: Lessor.
➔ Use lessor name as stated on lease agreement.

9. Select: Lease type.

10. Input: Leased acreage.
➔ Use square feet as stated in lease agreement.

11. Input: Lease executed date.

➔ Use date the last party signed the lease agreement.

12. Input: Lease start date.

13. Input: Lease end date.

Lease Executed Date ❓

Lease Start Date

Lease End Date

14. Select: Variable payments.

➔ Does lease include variable payments based on future performance of lessee or on usage of the asset? If yes, provide description (basis, terms, conditions).

Variable Payments

Description of Variable Payments

15. Input: Initial direct costs.

➔ These are ancillary charges necessary to place the leased land into service.

16. Input: Interest rate if known.

➔ Use interest rate if stated in lease contract or incremental borrowing rate for college or university.

Initial Direct Costs ❓

Interest Rate if Known ❓

➔ If you leave this field blank, the state's incremental borrowing rate will be used for the interest rate.

17. Select: Manually record accounting entries.

➔ Will accounting entries be recorded manually in AFRS?

✓ If yes, FPMT will not send any transactions to AFRS for this contract.

✓ If no, select master index if total lease payments are over threshold and provide information for accounting reference.

Manually Record Accounting Entries ❓

Master Index ❓

Master Index Title ❓

Accounting Reference ❓

18. Select: Vendor number.

➔ Vendor number is required if you selected 'no' for manually recording accounting entries.

➔ Vendor name and address will be updated nightly in FPMT from the statewide vendor table.

Vendor Number ⑦

Vendor Number Suffix ⑦
Vendor Name ⑦
Vendor Address 1 ⑦
Vendor Address 2 ⑦
Vendor Address 3 ⑦
Vendor City ⑦
Vendor State ⑦

19. Select: Lease contract status.

➔ Status should be active when adding new leased land.

Lease Contract Status

Active - Lease is active and connected to the property.

Lease Contract Inactive Reason

Comment

20. Select: Save and close.

➔ FPMT will add the contract information.

↺ 🗑 Leased Land To Land Lease Contract Link Properties ⌄
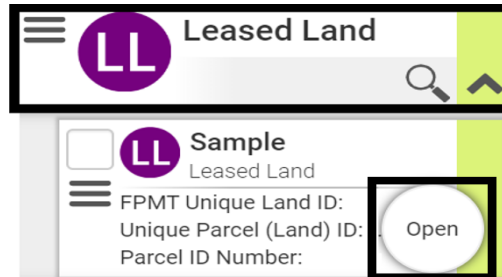
↺ Leased Land Properties ⌄

SAVE AND CLOSE   Cancel

Add Lease Payment

Use the leased land menu to provide lease payment information.

✓ If the lease contract has more than one lease payment, add each payment separately. All payments can have an active status (FPMT reports will pull data based on the run date of the report).
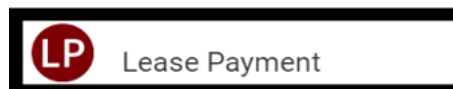
1. **Select:** Leased land.
2. **Select:** Open.

3. **Select:** Land lease contracts.

→ FPMT will display a list of contracts so that you can provide specific information.
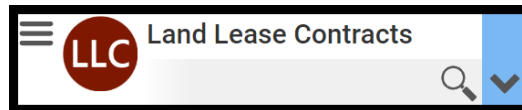
4. **Select:** Menu.
5. **Select:** Add.

6. **Select:** Lease payment.

7. **Select:** Create a new lease payment.

8. **Input:** Name.

→ Use payment type - payment series number (payment type dash payment series number).

→ Description is optional.

→ FPMT will assign a lease number.

9. **Input:** Payment series number.
➔ Use sequential numbers for payment series (1, 2, 3, etc.).
10. **Select:** Payment frequency.
11. **Select:** Payment type.
12. **Input:** Payment amount.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

13. **Input:** Index rate.
➔ Use the index or rate in effect at lease commencement.

Index Rate ⑦

14. **Input:** Payment start date.
15. **Input:** Payment end date.

Payment Start Date

Payment End Date

16. **Select:** Date payment initiated.
➔ Use day payment will be recorded in AFRS if transactions are being sent to AFRS.

Day Payment Initiated ⑦

17. **Select:** Lease payment status.
➔ Status should be active when adding new lease payment.
18. **Select:** Hold payments.
➔ Comments are optional.

Lease Payment Status

Active

Hold Payments

No

Comment

19. **Select:** Save and close.
➔ FPMT will add the payment information.

↺ 🗑 Land Lease Contract To Lease Payment Link Properties ⌄

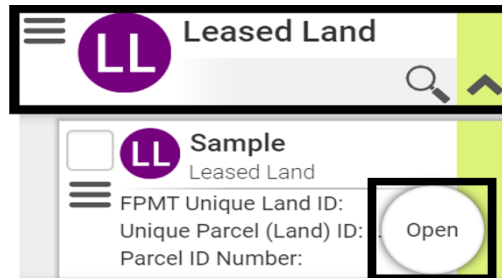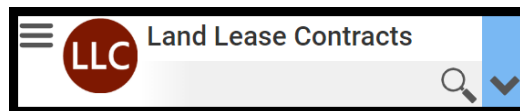↺ Land Lease Contract Properties ⌄

SAVE AND CLOSE   Cancel

Add Lease Option

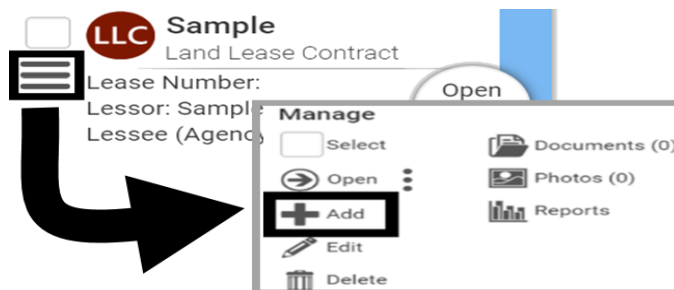Use the leased land menu to provide lease option information.
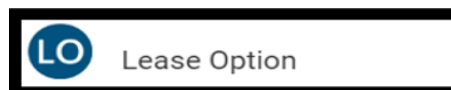
1. **Select:** Leased land.
2. **Select:** Open.

3. **Select:** Land lease contracts.
➔ FPMT will display a list of contracts so that you can provide specific information.

4. **Select:** Menu.
5. **Select:** Add.

6. **Select:** Lease option.

7. **Select:** Create a new lease option.

8. **Input:** Name.
➔ Use option type - option number (option type dash option number).
➔ Description is optional.
➔ FPMT will assign a lease number.

9. Input: Option number.

➔ Use option number in the order it appears in the lease contract (1, 2, 3, etc.).

10. Select: Option type.

11. Input: Option description.

➔ Option date is optional.

Option Number

Option Type

Option Description

Option Date

12. Select: Lease option status.

➔ Status should be active when adding new lease option.

13. Select: Reasonably certain option will be exercised.

➔ This will determine if the payment is included in lease liability and lease asset calculations.

✓ If yes, and option type is purchase, the exercise price of the purchase option will be required.

➔ Comments are optional.

Lease Option Status

Active

Reasonably Certain Option Will Be Exercised ⑦

Exercise Price ⑦

Comment

14. Select: Save and close.

➔ FPMT will add the option information.

↩ 🗑 Land Lease Contract To Lease Option Link Properties ⌄

↩ Land Lease Contract Properties ⌄

SAVE AND CLOSE   Cancel